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14 September 1953

PERSONNEL DIRECTOR MEMORANDUM NO. 72-53

SUBJECT: Division & Staff Weekly Activity Reports

1. The responsibility of each Division and Staff Chief for submitting a weekly activity report to this office will continue. The report will contain a brief summary of major weekly achievements and any significant problems or pertinent comments in connection with the activities described. The format may be narrative, outline, tabular, or any combination of these to which the subject matter is adaptable. It is requested that abbreviations not be used unless commonly understood by those reviewing the reports.

2. In addition to the weekly data presented, a monthly statistical compilation, containing such data and analysis as the Chief of each Division or Staff considers appropriate, will be appended to the report of the final week of each month.

3. The reports will summarize the week's activities as of the close of business Friday. It is suggested that the reports be prepared initially by the Branch Chiefs for presentation to the Division or Staff Chiefs, who will add general comments as appropriate. Two copies will be submitted to the [redacted] by 12:00 noon, Monday. The function of the [redacted] is to assemble and summarize these reports for the review of the Personnel Director. Copies of the summary will be distributed to the Division and Staff Chiefs for their information.

[redacted]

STATINTL

GEORGE E. MELOCH
Personnel Director

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